



LOCK DOWN **RESPONSE PROCEDURES**



WHEN TO USE: Civil Disturbance / Active Shooter / Intruder

PURPOSE: Isolate students and staff from danger

NOTIFICATION: Lock down, lock down, lock down

REMEMBER TO STAY: ALERT, CALM & OUT OF SIGHT

IF YOU ARE CAUGHT INSIDE

- Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
- Lock the door. **IF** you cannot lock the door, barricade the door with desks and other furniture.
- Turn lights off.
- Close all blinds and cover the door window.
- Move away from windows and stay low and out of sight. Look for the 'Safe Corner' in the classroom.
- Account for all students and staff members in your classroom. Keep students quiet.
- Do not open the door to **ANYONE**.
- Only law enforcement or an administrator will open the door and direct you to evacuate the classroom.
- Once law enforcement has opened your door, follow the directives from law enforcement immediately without hesitation. Keep your hands visible at all times.
- NEVER OPEN DOORS DURING A LOCKDOWN.** Even if the fire alarm goes off, **DO NOT** evacuate the classroom.
- If you are inside a bathroom, move to a stall, lock it and stand on the toilet.

IF YOU ARE CAUGHT OUTSIDE

- Stop, drop and remain still.
- Seek cover and concealment.
- Use whatever is available to keep you out of sight *Walls, trees, poles, buildings, fencing, containers, etc.*
- Hide behind something capable of stopping a bullet
- Run to a facility if safe to do so; remember facilities will be locked quickly after the announcement.
- Do not run in a straight line.
- P.E. classes can seek cover inside the nearest gym. Move into a locker room if possible and lock all doors. If locker rooms are unavailable find the 'Safe Corner' inside the gym.
- If inside the cafeteria, move to the nearest room or area with a locking door. This includes going inside the kitchen for cover. If close to an exit, run out and cover.
- If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrators to a safe location.
- Once evacuated from the building, take attendance to account for all students and staff members.

ACTIVE SHOOTER

IS THE SHOOTER INSIDE YOUR BUILDING?

No: Lock down and call 9-1-1 immediately

Yes: Can you safely evacuate?

Yes → then get out!

No → then hide!

Block entry to your hiding place and lock doors

Silence cell phones

IS THE SHOOTER INSIDE YOUR SPECIFIC ROOM?

No: Can you safely evacuate?

Yes → then get out!

No → then hide!

Block entry to your hiding place and lock doors

Silence cell phones

Yes:

Immediately drop to the floor

Seek cover and concealment

Use whatever is available to obscure you from the shooter

If safe to do so, dial 9-1-1;

Give location, incident details and follow directions

As a last resort, fight the shooter.

Rush with available people, throw things

or use improvised weapons to take shooter to the ground

Stay in place until law enforcement direct you to get out

Follow all directions from law enforcement

SUBSTITUTE TEACHERS

- Review lock down procedures and communicate any questions to the campus administrator or the campus security officer.
- Ask main office personnel if there are any specific procedures or protocols implemented in the campus for substitute teachers.
- Ask the school custodian to lock your classroom door at the beginning of the school day and keep the door on lock mode. You can keep the door open or closed, (depending on individual school policy) throughout the school day. If a lockdown or other emergency situation occurs, you will merely need to close the classroom door and it will be locked. *This will require a custodian or administrator to respond back and unlock that door if you leave the classroom for activities such as lunch throughout the day.*
- Place a piece of tape over the latch of the locked door. At the time you need to lock the door, you can remove the piece of tape allowing the door to close and lock completely.